

City of Houston Performance Management System Implementation Project Plan
31%

| ID | | Task Name | Duration | Start | Finish | Resource Names | Comments/Notes |
|----|--|--|-----------------|--------------------|--------------------|---------------------------|---|
| 1 | | Phase I: Training Development | 77 days? | Tue 6/19/12 | Wed 10/3/12 | Project Team | |
| 2 | | SharePoint Acquisition & LMS Content | 6 days? | Mon 7/30/12 | Mon 8/6/12 | Special Assignment | S. Ward will explore and follow-up |
| 3 | | Revise Administrative Procedure (PM Process) | 64 days? | Tue 6/19/12 | Fri 9/14/12 | Salary Admin. | |
| 4 | | Review Draft AP | 4 days? | Tue 6/19/12 | Fri 6/22/12 | Salary Admin. | Edits rec'vd from S. Ward, A. Haller, M. Walker, & C. Wilson |
| 5 | | Receive AP Final Edits | 4 days? | Mon 6/25/12 | Thu 6/28/12 | Salary Admin. | |
| 6 | | Present Final Draft | 1 day? | Thu 6/28/12 | Thu 6/28/12 | Salary Admin. | |
| 7 | | Approval From ARA (First Pass) | 15 days? | Fri 6/29/12 | Thu 7/19/12 | Salary Admin. | Estimated time to promulgate |
| 8 | | Approve Revised AP (Team) | 15 days? | Fri 6/29/12 | Thu 7/19/12 | PMSI Team | Soft approval - proceed with training dev. |
| 9 | | Received & Implement Recommendations from ARA | 9 days? | Mon 7/9/12 | Thu 7/19/12 | Salary Admin. | OCR discretion to share with HOPE Executive Officer |
| 10 | | Approval From ARA (Second Pass) | 42 days? | Thu 7/19/12 | Fri 9/14/12 | Salary Admin. | |
| 11 | | Present Final Changes to the Team | 1 day? | Thu 7/19/12 | Thu 7/19/12 | Salary Admin. | By noon - closed of business send notice Janet & Robbin |
| 12 | | Approved Revised AP (OCR) | 2 days? | Fri 7/20/12 | Mon 7/23/12 | O. Reid | OCR has the AP and will be reviewing it today |
| 13 | | Send Final Draft to ARA | 4 days? | Tue 7/24/12 | Fri 7/27/12 | Salary Admin. | |
| 14 | | Send to Department Directors | 9 days? | Wed 8/8/12 | Mon 8/20/12 | Department Directors | Follow-up with OCR on the AP 3-20 (today) |
| 15 | | Send Final Draft Legal | 7 days? | Wed 8/29/12 | Thu 9/6/12 | ARA | Follow-up with D. Fleming (Janet McCown) |
| 16 | | Send Final Draft to Mayor | 1 day? | Fri 9/14/12 | Fri 9/14/12 | ARA | Estimated time to promulgate |
| 17 | | Revise Performance Management Guidelines | 64 days? | Tue 6/19/12 | Fri 9/14/12 | Salary Admin. | |
| 18 | | Make Guidelines Revisions | 5 days? | Tue 6/19/12 | Mon 6/25/12 | Cape Center | Edits rec'vd from S. Ward, R. Duplessis, A. Haller, & M. Walker |
| 19 | | Receive Performance Management Guidelines Final Edits | 22 days? | Mon 6/25/12 | Tue 7/24/12 | Cape Center | Proofing & On Track (Carolyn will be dedicated) |
| 20 | | Review Guidelines by the Editorial Committee | 9 days? | Tue 7/24/12 | Fri 8/3/12 | HR Editorial Committee | Editorial committee to vet by 7/27/2012; S. Ward Narrative; Positive & Active |
| 21 | | Approve Guideline Revisions (Initial) | 7 days? | Fri 7/27/12 | Mon 8/6/12 | O. Reid | |
| 22 | | Proceed with Training Development & Reformat Document | 9 days? | Tue 7/31/12 | Fri 8/10/12 | Special Assignment | Move to Ericka Horton for reformat to adhere to dept. standards |
| 23 | | Finalize reformat | 1 day? | Fri 8/17/12 | Fri 8/17/12 | Special Assignment | OCR - will be required to review (provide dates and response times) |
| 24 | | Send Final Reformat to O. Reid | 1 day? | Mon 8/20/12 | Mon 8/20/12 | Salary Administration | |
| 25 | | Send to Guidelines to Department Directors | 6 days? | Tue 8/21/12 | Tue 8/28/12 | Dept. Directors | Includes ARA and Legal |
| 26 | | Process Feedback | 1 day? | Mon 8/27/12 | Mon 8/27/12 | Salary Administration | |
| 27 | | Send to Legal for Review | 1 day? | Thu 9/6/12 | Thu 9/6/12 | Salary Administration | |
| 28 | | Approve HEAR Guidelines Final Iteration | 15 days? | Mon 8/27/12 | Fri 9/14/12 | O. Reid | |
| 29 | | Deploy Communications/Change Management | 65 days? | Tue 6/26/12 | Mon 9/24/12 | Communications | |
| 30 | | Connect Performance Mgmt. Project to City's Initiative | 14 days? | Tue 6/26/12 | Fri 7/13/12 | Salary Admin. | Isolated event & dept. need to complete this activity |
| 31 | | Notifies Dept. Directors of Strategic Initiative Across Depts. | 14 days? | Tue 6/26/12 | Fri 7/13/12 | O. Reid | O. Reid should update dept. directors |
| 32 | | Facilitate PM Rebranding Campaign | 21 days? | Tue 6/26/12 | Tue 7/24/12 | Communications | Naming Contest (Use Suggestion) |
| 33 | | Receive Rebranding Suggestions | 5 days? | Tue 6/26/12 | Mon 7/2/12 | Salary Admin. | |
| 34 | | O. Reid Vets Rebranding Suggestions with Directors | 5 days? | Tue 6/26/12 | Mon 7/2/12 | O. Reid | OCR sent email to directors - responses expected by 7/12/12 |
| 35 | | Finalize Branding Campaign Top 3 | 9 days? | Tue 7/3/12 | Fri 7/13/12 | Cape Center | Created Branding Survey for Employees (In queue) |
| 36 | | Poll Employees & Finalize Rebranding name | 5 days? | Mon 7/16/12 | Fri 7/20/12 | Cape Center | Cape Ctr. Will facilitate and communicate results to LDR |
| 37 | | Finalize Logo | 6 days? | Mon 7/16/12 | Mon 7/23/12 | Communications | Received several mock-ups and the final "blue on blue" was approved |
| 38 | | Send Broadcast Announcing New Brand & Logo | 2 days? | Mon 7/23/12 | Tue 7/24/12 | Communications | Send by tomorrow 7/24/2012 |
| 39 | | O. Reid Introductory Memo | 12 days? | Wed 8/1/12 | Thu 8/16/12 | Communications | |
| 40 | | Draft & Approve Director's Introduction Memo | 9 days? | Wed 8/1/12 | Mon 8/13/12 | Communications | Citywide distribution & Incorporate LMS Link for the Intro Video |
| 41 | | Send Introduction Memo | 1 day? | Thu 8/16/12 | Thu 8/16/12 | O. Reid | Discuss at Director's Memo (Release Flyer) |
| 42 | | O. Reid Introductory Video | 22 days? | Tue 6/26/12 | Wed 7/25/12 | Communications | |
| 43 | | Draft Final Omar's Intro Video Script | 16 days? | Tue 6/26/12 | Tue 7/17/12 | Communications | |
| 44 | | Record Omar's Intro Video Script | 1 day? | Wed 7/18/12 | Wed 7/18/12 | Communications | Record at 10:00 am at the E.B. Cape Center |
| 45 | | Polish Omar's Intro Video Script | 1 day? | Thu 7/19/12 | Thu 7/19/12 | Communications | |
| 46 | | Post Omar's Intro Video & Publish on LMS | 5 days? | Thu 7/19/12 | Wed 7/25/12 | Cape Center | Connect intro PowerPoint message to the video |














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| 47 | | Mayor's Introductory Video | 26 days? | Mon 8/20/12 | Mon 9/24/12 | Communications | |
| 48 | ✓ | Follow-up with Janice Evans | 5 days? | Mon 8/20/12 | Fri 8/24/12 | Mayor's Office | |
| 49 | ✓ | Prepare Mayor's Script | 1 day? | Mon 9/10/12 | Mon 9/10/12 | Communications | |
| 50 | | Recording the Mayor's Presentation | 1 day? | Mon 9/24/12 | Mon 9/24/12 | Mayor's Office | Proclamation Date |
| 51 | | Prepare Mayor's HEAR Presentation for Distribution | 1 day? | Mon 9/24/12 | Mon 9/24/12 | HTV | |
| 52 | | Incorporate in the HEAR Training | 1 day? | Mon 9/24/12 | Mon 9/24/12 | Cape Center | |
| 53 | | Council Connection | 1 day? | Mon 8/27/12 | Mon 8/27/12 | T. Ramirez | |
| 54 | | Debrief Chiefs of Staff for each Council Office | 1 day? | Mon 8/27/12 | Mon 8/27/12 | Vernita Jones | |
| 55 | ✓ | Develop Introduction to Training | 37 days? | Wed 6/27/12 | Thu 8/16/12 | Salary Admin. | |
| 56 | ✓ | Publish Project 1-pager Flyer | 37 days? | Wed 6/27/12 | Thu 8/16/12 | Communications | Send as an attachment with the introductory memo |
| 57 | | Stakeholder Presentations | 44 days? | Mon 7/23/12 | Thu 9/20/12 | Project Mgmt. | |
| 58 | ✓ | Preliminary Conversation with OCR Regarding Info Distribution | 2 days? | Mon 7/23/12 | Tue 7/24/12 | Project Mgmt. | |
| 59 | ✓ | HOPE | 5 days? | Mon 7/23/12 | Fri 7/27/12 | Project Mgmt. | |
| 60 | ✓ | HR Strategic Team Meeting | 4 days? | Mon 7/23/12 | Thu 7/26/12 | Project Mgmt. | Recurrence |
| 61 | | Department Directors | 9 days? | Mon 7/23/12 | Thu 8/2/12 | Project Mgmt. | |
| 62 | | Department Leadership Teams | 28 days? | Tue 8/14/12 | Thu 9/20/12 | Project Mgmt. | |
| 63 | ✓ | HDHHS Leadership Team | 1 day? | Tue 8/14/12 | Tue 8/14/12 | Project Mgmt. | |
| 64 | ✓ | PRD Leadership Team | 1 day? | Fri 8/17/12 | Fri 8/17/12 | Project Mgmt. | |
| 65 | ✓ | ITD Leadership Team | 1 day? | Tue 8/21/12 | Tue 8/21/12 | Project Mgmt. | |
| 66 | ✓ | HPL Leadership Team | 1 day? | Fri 8/31/12 | Fri 8/31/12 | Project Mgmt. | |
| 67 | ✓ | PD Leadership Team | 1 day? | Wed 9/5/12 | Wed 9/5/12 | Project Mgmt. | |
| 68 | ✓ | SWD Leadership Team | 1 day? | Thu 9/6/12 | Thu 9/6/12 | Project Mgmt. | |
| 69 | ✓ | HAS Leadership Team | 1 day? | Thu 9/6/12 | Thu 9/6/12 | Project Mgmt. | |
| 70 | ✓ | MCD Leadership Team | 1 day? | Mon 9/10/12 | Mon 9/10/12 | Project Mgmt. | |
| 71 | | PWE Single Point of Contact (SPOC) Team | 1 day? | Thu 9/13/12 | Thu 9/13/12 | Project Mgmt. | |
| 72 | | HEC Leadership Team | 1 day? | Wed 9/19/12 | Wed 9/19/12 | Project Mgmt. | |
| 73 | | ARA Leadership Team | 1 day? | Thu 9/20/12 | Thu 9/20/12 | Project Mgmt. | |
| 74 | | | | | | | |
| 75 | | Project Webpage Development & Trinkets | 49 days? | Wed 6/27/12 | Mon 9/3/12 | Communications | Will use Choice (Need Connection w/ Right People) |
| 76 | ✓ | Discovery | 3 days? | Wed 6/27/12 | Fri 6/29/12 | Communications | |
| 77 | ✓ | Development | 21 days? | Fri 6/29/12 | Fri 7/27/12 | Communications | Confirm development timeline next week |
| 78 | | Lanyards, Buttons, etc. | 1 day? | Mon 9/3/12 | Mon 9/3/12 | Communications | |
| 79 | | Stakeholder Communications | 26 days? | Mon 8/13/12 | Mon 9/17/12 | Communications | |
| 80 | ✓ | Send Information Disclaimer to TTT | 1 day? | Mon 8/13/12 | Mon 8/13/12 | Cape Center | P. Smith will use disclaimer as needed |
| 81 | ✓ | Send 3-Tier Training Strategy to Directors | 6 days? | Mon 8/13/12 | Mon 8/20/12 | Cape Center | |
| 82 | | Send AP 3-20 Approval Announcement | 1 day? | Mon 9/17/12 | Mon 9/17/12 | Communications | Follow current process (HR Director - Director, HR Dept., etc.) |
| 83 | | Send HEAR Process Guidelines Announcement | 1 day? | Mon 9/17/12 | Mon 9/17/12 | Communications | Pushed back - being reviewed by Legal |
| 84 | ✓ | HTV Partnership (Marketing) | 11 days? | Wed 8/22/12 | Wed 9/5/12 | HTV | |
| 85 | ✓ | Initiate Discussion with HTV | 3 days? | Wed 8/22/12 | Fri 8/24/12 | Project. Mgmt | |
| 86 | ✓ | Discuss HEAR Marketing Strategy with HTV | 1 day? | Wed 9/5/12 | Wed 9/5/12 | HTV | Three deliverable: 1) MYR Video 2) Refresher 3) Success Story Highlight |
| 87 | | Develop Training Program | 77 days? | Tue 6/19/12 | Wed 10/3/12 | Cape Center | |
| 88 | | Identify Train-the-Trainer (TTT - Wave 1) | 77 days? | Tue 6/19/12 | Wed 10/3/12 | Cape Center | |
| 89 | ✓ | Create Initial TTT List | 11 days? | Tue 6/19/12 | Tue 7/3/12 | Cape Center | Confirm # of TTT for 5K users & Add Dept. to List |
| 90 | ✓ | Send Email to Director Requesting Possible TTT | 2 days? | Tue 7/10/12 | Wed 7/11/12 | Cape Center | Send to Omar for Approval |
| 91 | ✓ | Receive Department Director Feedback | 10 days? | Fri 7/20/12 | Thu 8/2/12 | Cape Center | Noel sent to Linda on 7/10 @ 4:44 pm |
| 92 | ✓ | Finalize TTT List | 31 days? | Fri 7/20/12 | Fri 8/31/12 | Cape Center | Toya TTT from Council & Send Orientation Email to TTT |

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| 93 | ✓ | Draft & Approve Communications to TTT | 8 days? | Thu 8/9/12 | Mon 8/20/12 | Cape Center | Will be required |
| 94 | ✓ | Initial Communications (Welcome & Next Steps) | 1 day? | Thu 8/9/12 | Thu 8/9/12 | Cape Center | |
| 95 | ✓ | Send Secondary Communications | 8 days? | Thu 8/9/12 | Mon 8/20/12 | Cape Center | 3-Tier Training Strategy (forward from email sent to directors) |
| 96 | ✓ | Manage TTT Commitment Lists | 8 days? | Tue 7/31/12 | Thu 8/9/12 | Cape Center | Ongoing activity |
| 97 | | Conduct TTT Orientation (General Overview) | 1 day? | Wed 9/12/12 | Wed 9/12/12 | Cape Center | 2 hrs - 9 -11 am (suggested agenda items sent to C. Jackson) |
| 98 | | Train the TTT (Requires General Overview) | 3 days? | Mon 10/1/12 | Wed 10/3/12 | Cape Center | Modified |
| 99 | | Develop Manager/Supervisor (M/S) Curriculum | 45 days? | Mon 7/30/12 | Fri 9/28/12 | Cape Center | |
| 100 | | Develop Manager/Supervisor (M/S) Training Material | 45 days? | Mon 7/30/12 | Fri 9/28/12 | Cape Center | 4-hr Training |
| 101 | | Create WBT on AP 3-20 (Required for all Mgrs/Sups) | 40 days? | Fri 8/3/12 | Thu 9/27/12 | Cape Center | |
| 102 | ✓ | Develop WBT | 12 days? | Fri 8/3/12 | Mon 8/20/12 | Cape Center | These dates are soft as the dev. of the WBT is contingent on AP 3-20 |
| 103 | | Launch WBT | 15 days? | Mon 8/27/12 | Fri 9/14/12 | Cape Center | These dates are soft as the dev. of the WBT is contingent on AP 3-20 |
| 104 | ✓ | Create a Audience Type for HEAR Trainers | 1 day? | Mon 8/27/12 | Mon 8/27/12 | Cape Center | S. Ward will create audience type |
| 105 | | Release WBT in the LMS | 11 days? | Mon 8/27/12 | Mon 9/10/12 | Cape Center | |
| 106 | ✓ | Identify Mgr./Sup. Targeted for WBT | 11 days? | Mon 8/27/12 | Mon 9/10/12 | Cape Center | Use S. Ward |
| 107 | ✓ | Fine Tune Mgr./Sup. List (Civilian) | 3 days? | Mon 8/27/12 | Wed 8/29/12 | Cape Center | S. Ward send email for J. McCown for civilian lists |
| 108 | ✓ | Fine Tune Mgr./Sup. List (Classified) | 11 days? | Mon 8/27/12 | Mon 9/10/12 | Cape Center | D. Poor will deliver output file and validate list |
| 109 | | Market it to Mgrs/Sups | 13 days? | Wed 8/29/12 | Fri 9/14/12 | Cape Center | These dates are soft as the dev. of the WBT is contingent on AP 3-20 |
| 110 | ✓ | Confirm WBT Release Date | 24 days? | Mon 8/27/12 | Thu 9/27/12 | O. Reid | Obtain approval from O. Reid |
| 111 | | Training Plan | 11 days? | Mon 7/30/12 | Mon 8/13/12 | Cape Center | Provide updates on the project plan creation |
| 112 | | Develop a HEAR Best Practice (Sustainability) | 11 days? | Mon 7/30/12 | Mon 8/13/12 | Cape Center | L. Porter; Dyanne Marks |
| 113 | | Create Pre-work Activities | 43 days? | Wed 8/1/12 | Fri 9/28/12 | Cape Center | Firm completion date is 9/10/12 (grace if needed) |
| 114 | | Create Instructor Manual | 43 days? | Wed 8/1/12 | Fri 9/28/12 | Cape Center | E.B. Cape will internally audit the final product and approve deliverable |
| 115 | | Create Participant Manual | 43 days? | Wed 8/1/12 | Fri 9/28/12 | Cape Center | E.B. Cape will internally audit the final product and approve deliverable |
| 116 | | Create PowerPoint | 43 days? | Wed 8/1/12 | Fri 9/28/12 | Cape Center | E.B. Cape will internally audit the final product and approve deliverable |
| 117 | | Create Post-test | 43 days? | Wed 8/1/12 | Fri 9/28/12 | Cape Center | E.B. Cape will internally audit the final product and approve deliverable |
| 118 | | Present Final M/S Deliverable | 43 days? | Wed 8/1/12 | Fri 9/28/12 | Cape Center | E.B. Cape will internally audit the final product and approve deliverable |
| 119 | | Phase II: Training Deployment (M&S - Wave 2) | 141 days? | Mon 7/2/12 | Mon 1/14/13 | Cape Center | |
| 120 | | Training Roll-out (Wave 2) | 130 days? | Mon 7/2/12 | Fri 12/28/12 | Cape Center | |
| 121 | | Develop Training Schedules & Finalize Room Reservations | 55 days? | Mon 7/2/12 | Fri 9/14/12 | Cape Center | Need to discuss this item (DRAFT should be close to Final) |
| 122 | | Training Communications | 1 day? | Fri 8/31/12 | Fri 8/31/12 | Communications | |
| 123 | | Draft Mandate Memorandum Regarding M&S Training | 1 day? | Fri 8/31/12 | Fri 8/31/12 | Communications | From the Mayor Office |
| 124 | | Roll-out M&S Training | 58 days? | Wed 10/10/12 | Fri 12/28/12 | Cape Center | 5 Training Sites (Scheduling to begin next week) |
| 125 | | Revise Chapter 14 | 1 day? | Mon 1/14/13 | Mon 1/14/13 | Salary Admin. | |
| 126 | | Revise both instrument (Ch. 14) | 1 day? | Mon 1/14/13 | Mon 1/14/13 | Salary Admin. | |
| 127 | | Phase III: System Go-live | 114 days? | Wed 8/8/12 | Mon 1/14/13 | PMSI Team | |
| 128 | | Identify & Configure New System | 83 days? | Wed 8/8/12 | Fri 11/30/12 | PMSI Team | |
| 129 | | Develop & Document Business Requirements | 26 days? | Wed 8/8/12 | Wed 9/12/12 | Cape Center | Modeanne (Lead) - N. Pinnock, S. Ward, C. Wilson, P. Spada, A. Haller |
| 130 | ✓ | Complete Initial Requirements Development | 6 days? | Wed 8/8/12 | Wed 8/15/12 | Cape Center | |
| 131 | | Distribute Requirements Survey to Dept. Directors | 1 day? | Fri 9/7/12 | Fri 9/7/12 | Cape Center | |
| 132 | | Process Feedback and Update Requirements Document | 4 days? | Fri 9/7/12 | Wed 9/12/12 | Cape Center | |
| 133 | | Identify Data Elements | 1 day? | Mon 8/20/12 | Mon 8/20/12 | Cape Center | |
| 134 | | Finalize Requirements and Distribute to IT | 1 day? | Thu 8/30/12 | Thu 8/30/12 | Cape Center | |
| 135 | | Develop Technology Requirements | 17 days? | Thu 8/30/12 | Fri 9/21/12 | ITD | Date range will change |
| 136 | | Vet Software Options | 10 days? | Mon 10/1/12 | Fri 10/12/12 | PMSI & ITD | |
| 137 | | Discuss Funding (Licensing, Building, or Buying) | 23 days? | Mon 10/1/12 | Wed 10/31/12 | Finance | |
| 138 | | Software Acquisition | 22 days? | Thu 11/1/12 | Fri 11/30/12 | Cape & ITD | |

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| 139 |  | Review data | 22 days? | Thu 11/1/12 | Fri 11/30/12 | Cape & ITD | |
| 140 |  | Identify gaps/issues | 22 days? | Thu 11/1/12 | Fri 11/30/12 | Cape & ITD | |
| 141 |  | Resolve issues | 22 days? | Thu 11/1/12 | Fri 11/30/12 | Cape & ITD | |
| 142 |  | Test | 22 days? | Thu 11/1/12 | Fri 11/30/12 | Cape & ITD | |
| 143 |  | Go-Live | 22 days? | Thu 11/1/12 | Fri 11/30/12 | Cape & ITD | |
| 144 | | Develop Basic End-user Material (BEU - Wave 3) | 53 days? | Thu 11/1/12 | Mon 1/14/13 | Cape Center | 2-hr Training |
| 145 |  | Create Pre-work Activities | 53 days? | Thu 11/1/12 | Mon 1/14/13 | Cape Center | Dates will change |
| 146 |  | Create Instructor Manual | 53 days? | Thu 11/1/12 | Mon 1/14/13 | Cape Center | Dates will change |
| 147 |  | Create Participant Manual | 53 days? | Thu 11/1/12 | Mon 1/14/13 | Cape Center | Dates will change |
| 148 |  | Create PowerPoint | 53 days? | Thu 11/1/12 | Mon 1/14/13 | Cape Center | Dates will change |
| 149 |  | Create Post-test | 53 days? | Thu 11/1/12 | Mon 1/14/13 | Cape Center | Dates will change |
| 150 |  | Present Final BEU Deliverable | 53 days? | Thu 11/1/12 | Mon 1/14/13 | Cape Center | Dates will change |
| 151 | | | | | | | |
| 152 | | LEGEND | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | LEGEND |
| 153 | | Groups | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | LEGEND |
| 154 | | Black - OCR, Legal, ARA, Mayor, PMSI Collaboration | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 155 | | Purple - Cape Center | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 156 | | Blue - Communications | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 157 | | Green Salary Administration | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 158 | | Teal - Project Management | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 159 | | Maroon - Special Assignment | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 160 | | Olive - ITD (Cape) | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 161 | | Task Monitoring | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 162 |  | Gray - Delayed Task (1-2 occurrences) | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |
| 163 | | Red - Delayed Task (3 or more occurrences) | 1 day? | Mon 6/25/12 | Mon 6/25/12 | LEGEND | TRANSLATION |